

**BY ORDER OF THE COMMANDER
HEADQUARTERS AIR MOBILITY
COMMAND**



AIR FORCE INSTRUCTION 13-203

AIR MOBILITY COMMAND

Supplement 1

15 JULY 2004

Space, Missile, Command, and Control

AIR TRAFFIC CONTROL

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFI 13-203, AMCS1, 18 June 2003

Pages: 10
Distribution: F

AFI 13-203, dated 26 February 2004, is supplemented as follows: This supplement sets procedures for AMC air traffic control operations. This supplement does not apply to Air National Guard or US Air Force Reserve units. The Chief of Airspace and Airfield Operations (HQ AMC/A36A) has overall responsibility for administration of this supplement. Send comments and suggested improvements to this supplement on AF Form 847, Recommendation for Change to Publication, through channels to HQ AMC/A36A, 402 Scott Drive, Unit 3A1, Scott AFB IL 62225-5302.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.3.1.4. All waiver requests which affect unit level air traffic control operations must be sent to HQ AMC/A36A, 402 Scott Drive Unit 3A1, Scott AFB, IL 62225-5302 NLT 60 days prior to implementation or requested implementation. (May be forwarded via email to HQ AMC/A36A.)

1.3.1.5.1. (Added) All waiver requests which affect FAA orders must be sent to HQ AMC/A36A, 402 Scott Drive Unit 3A1, Scott AFB, IL 62225-5302 NLT six months prior to implementation or requested implementation. (May be forwarded via email to HQ AMC/A36A).

1.8.6. (Added) In addition to paragraph 1.8. of this instruction, ATC Correspondence for HQ AMC will follow the following guidelines:

1.8.6.1. (Added) Ensure LOPs have been coordinated (not officially signed) with all signatory parties prior to forwarding to MAJCOM for review. LOPs that are signed by the OSS/CC or higher must be sent from the OSS/CC to HQ AMC/A36A. Draft copies of revisions, changes, or new LOPs, LOAs, and OIs should be forwarded by either regular mail or e-mail, not both. Mail LOPs to HQ AMC/A36A, 402 Scott

Drive Unit 3A1, Scott AFB, IL 62225-5302 and E-mails should be sent to the HQ AMC/A36A mailbox. Allow at least 45 days for staffing on all items sent for review and approval.

1.8.6.2. (Added) For all LOPs include a list of revisions/changes or identify the revisions/changes within the LOP itself. Identify the page/paragraph of applicable ATC taskings contained within OPLANs.

1.8.6.3. (Added) Approval of LOPs, LOAs, OIs, and OPLANs will not be granted 60 days or less from a scheduled Air Traffic System Evaluation, unless it is mission essential and coordinated with the Chief, Airfield Operations and Procedures Division (HQ AMC/A36AP).

1.9.1. (Added) Forward final signed copies of approved LOPs to HQ AMC/A36A, 402 Scott Drive Unit 3A1, Scott AFB, IL 62225-5302 NLT 90 days from receipt of HQ AMC/A36A approval letter. Contact HQ AMC/A36A when you cannot meet the suspense and give the expected implementation date.

2.1. Tower, RAPCON, GCA, Facility Chief Controller (CCTLR).

NOTE: Complex CCTLRs are not authorized at AMC bases.

2.1.2.3. (Added) CCTLRs must meet the following facility certification requirements and maintain proficiency. CCTLRs must enter training for facility certification within 30 days of assignment. Rating time limits are the same as other controllers, with the only exception being the process for training time extensions. If a CCTLR has exhausted the allotted training time and requires an extension, it must be granted by the OSS/CC IAW this instruction with an information copy of the action sent to AMC/A36A. A second extension may only be granted by AMC/A36A when requested by the OSS/CC. The OSS/CC must proceed with withdrawal actions IAW this instruction for CCTLRs who fail to obtain/maintain required certifications and proficiency.

2.1.2.3.1. (Added) RAPCON, Tower, GCA, or RFC. Facility rated.

2.1.3.1. Works directly for the AOF/CC.

2.1.3.7. (Added) At locations with a TSN only, assign Tower Simulator System (TSS) Monitor.

2.2.2.1. Works directly for the AOF/CC.

2.2.2.16.1. (Added) At locations with a TSN only, the CCTLR will assign a TSS Monitor to build and maintain sector and scenario simulation products, as described in PART 3.

2.2.2.17.1. (Added) At locations with a TSN only, the CCTLR will assign a TSS Monitor to train controllers on the use of the simulation equipment, as described in PART 3.

2.3.2.1. Works directly for the AOF/CC.

2.4.2. Works directly for the AOF/CC.

2.6.1.2. GS-2152 (Civilian) CATCAs must meet the same position certification, proficiency, and time limit requirements as active duty (N1C191, N1C171, SEI 376) CATCA personnel.

2.6.2.1. Works directly for the AOF/CC.

2.7.1.2. GS-2152 (Civilian) ATCSSs must meet the same position certification, proficiency, and time limit requirements as active duty (N1C191, N1C171, SEI 376) ATCSS personnel.

2.7.1.3. Must complete the ATCSS Task Certification Guide within one year of initial assignment to the ATCSS position.

2.7.2.9. Helps the CATCT develop and integrate controller training scenarios for the Tower Simulator System.

2.10.3.1. Send requests to train other services' controllers in AMC facilities to HQ AMC/A36A for approval.

2.11. (Added) **Civilian Controller Management.** AOF staff members who supervise civilian GS-2152 controllers will attend local civilian supervisory training IAW AFI 36-401, attachment 2.

3.1.3. AOF/CCs will review AF Form 3616, Daily Record of Facility Operations. MFRs will be noted or attached to the AF Form 3616 showing follow-up to unusual occurrences.

3.3.3. Include pertinent emergency action checklists in position ready reference files for each position, to include the watch supervisor position. Checklists will be tailored to reflect individual position responsibilities and indicate references (title and date) to source documents. Note: The use of automated systems for accessing checklists/ready reference files is authorized. Watch supervisor checklists will contain information determined by the CCTLR and include as a minimum:

3.3.3.1. (Added) Facility evacuation procedures.

3.3.3.2. (Added) Mishap and hazardous traffic report (HATR) reporting procedures.

3.3.3.3. (Added) Disaster preparedness.

3.3.3.4. (Added) Bomb threat.

3.3.3.5. (Added) Alternate communications.

3.3.3.6. (Added) Explosives detection K-9 teams.

3.6.2.8. (Added) Forward new/changed traffic patterns or flight procedures that impact ATC operations such as tactical arrival and departure (TAD), spiral up/down, etc., to HQ AMC/A36A for approval at least 90 days prior to implementation. Ensure all controllers are trained on new procedures prior to implementation.

4.9.4. Use of Quick Look functions to coordinate radar arrivals is not authorized at AMC bases that have approach control service provided by a USAF RAPCON.

4.14. **Emergency Frequencies.** Check emergency frequencies 243.0 and 121.5 daily with an airborne aircraft when available, or aircraft on the ground. If no aircraft are available, then check with a nearby ATC facility. Log results in daily events log.

4.16. **Interruptions to ATCALS.** The AOF/CC will ensure that unscheduled interruptions to AMC-operated or maintained ATCALS systems are reported within 8 hours or the next duty day via e-mail to: AMC-A36A and AMC-A63S, if the interruption to service is expected to exceed or has exceeded 12 hours. Reports shall include nature of outage, estimate for return to service, and any impacts on the provision of ATC services. Include reporting instructions in an LOP.

4.19. **Alternate ATC Facilities.** AMC's policy is alternate facilities are not required. If remodeling or repairs are projected, mobile assets may be requested.

4.22. (Added) **Use of Electronic Devices.** The use of electronic devices (television sets, VCRs/DVDs, radios, beepers, pagers, computer games, personal cellular phones, etc.) is prohibited in the IFR room/tower cab. Pagers and cellular phones used for official government duties are permitted.

5.1.1. Facilities on standby will conduct equipment checks prior to resuming operations.

5.2. **Facility Clocks.** Facilities may use operational CTRDs (DBRITE/TDW) displays as a reliable clock.

5.4. **Recorders.** Recording quality of the Primary Crash Alarm System shall be checked daily.

5.4.2. When the DVRS GPS is out of service, the internal clock device on the DVRS computer can serve as an approved time source. When using the computer's internal clock device as the time source, check it daily and log the results in the daily events log. If the internal clock is not reliable, then the time will be given at the end of landline communications. As a minimum, the four-digit time shall be announced at least hourly.

5.5. **Primary Crash Alarm Systems (PCAS).** The PCAS shall be checked daily. Results of the check must be annotated in the Daily Record of Facility Operations or listed as part of the facility equipment checklist.

5.15. **Facility Security.** CCTLRs must secure Tower Simulation System (TSS) shelters/rooms. Install a cipher lock or other suitable locking device at the entrance of the shelter and/or the entrance door to the TSS room, if the TSS is located in a separate facility other than already secured RAPCONs or control towers. Equipment and generator rooms must be secured when not manned.

5.19. (Added) **Radios and Landlines.** As a minimum, all facility radios and landlines will be checked daily.

6.5.5.3.4. (Added) Include procedures to be used in the event the CTRD is inoperative.

6.13. (Added) **Simulated Flameout Patterns.** Simulated flameout patterns (SFO) are not authorized at bases that do not have single engine jet fighters assigned unless contained in an LOA.

7.9.5. (Added) An ATC facility that does not provide PAR service is not authorized additional staffing and equipment solely to provide an ASR approach capability.

7.15.5. **NOTE:** Controllers should be aware that aircraft will not commence turns until they are 400' above airport elevation.

7.15.7. (Added) A Diverse Vector Area (DVA) is required if an aircraft executing departure/climb-out instructions will be vectored below the Minimum Vectoring Altitude or Minimum IFR Altitude. At AMC locations where AMC is responsible for vectoring aircraft, HQ AMC/A36A will conduct a 40:1 OIS Diverse Departure assessment and in a memorandum define the DVA with all required restrictions. The Radar Facility Chief Controller will incorporate DVA procedures in an LOP and forward to HQ AMC/A36A for approval.

7.18.19. (Added) Center Radar Presentation (CENRAP) when an operational advantage is gained.

8.2. **Aircraft Arresting Systems.** **NOTE:** AMC bases with arresting systems and identified as a primary divert base must develop an LOP.

8.2.7. (Added) Responsibility of the unit requiring the arresting system to conduct required testing/certification.

8.5.3. (Added) HQ AMC authorizes reduction of runway separation standards for takeoff to comply with minimum interval takeoff (MITO) procedures and separation standards in OPLAN 8044. MITO procedures will ensure appropriate levels of safety for AMC aircraft are maintained.

8.5.4. (Added) Reduced same runway separation (RSRS) standards may be used at AMC bases and applied between AMC, ACC, AETC, ANG, AFMC, AFRC, and AFSOC aircraft under the following provisions.

8.5.4.1. (Added) Transient aircrews, not assigned to a signatory MAJCOM or USMC equivalent, may not participate in AMC RSRS. If any doubt exists, tower controllers must revert to FAAO 7110.65 separation standards.

8.5.4.2. (Added) Prior to implementation, host base Wing (WG) and/or Operations Group (OG)/CCs must authorize in writing the use of these standards at their installation.

8.5.4.2.1. (Added) When approved by host WG/OG Commander, AMC control towers are authorized to use the minimum standards contained in para **8.5.4.7.1. (Added)** between AMC aircraft and aircraft assigned to AMC, ACC, AETC, ANG, AFMC, AFRC, and AFSOC. Air traffic controllers must be able to see all aircraft involved and determine distances by reference to suitable landmarks. Publish detailed RSRS procedures in the Base Airfield Operating Instruction and in the En Route Supplement.

8.5.4.2.2. (Added) If the host WG/OG Commander determines more restrictive RSRS (greater separation between aircraft) is required, they may increase the minimum standards contained in para **8.5.4.7.1. (Added)** to suit their mission requirements. Additionally, the host WG/OG Commander may restrict RSRS to use by base-assigned aircraft only. If RSRS is restricted to base-assigned aircraft, then the requirement in para **8.5.4.2.1. (Added)** to publish standards in the En Route Supplement no longer applies.

8.5.4.3. (Added) Any aircrew or air traffic controller may refuse RSRS when safety of flight may be jeopardized. In these cases, apply appropriate separation standards published in FAAO 7110.65.

8.5.4.4. (Added) Aircraft will not overfly aircraft on the runway. Responsibility for separation rests with the pilot. Controllers must provide appropriate traffic advisories to landing aircraft.

8.5.4.5. (Added) Pilots are responsible for wake turbulence separation when maintaining visual separation or operating under VFR. When operating IFR or under ATC instructions, air traffic controllers must ensure standard wake turbulence separation exists.

8.5.4.6. (Added) RSRS is not authorized:

8.5.4.6.1. (Added) During any situation involving an emergency aircraft.

8.5.4.6.2. (Added) During any situation where the lead aircraft is “cleared for the option” or “stop and go.”

8.5.4.6.3. (Added) During any situation involving an aircraft “low approach” behind a “touch-and-go” aircraft.

8.5.4.6.4. (Added) During any situation involving an aircraft “touch-and-go” behind a “full-stop.”

8.5.4.6.5. (Added) Between sunset and sunrise (night).

8.5.4.6.6. (Added) Anytime the runway surface condition is reported as wet, ice on runway, snow on runway, or breaking action is reported less than “good” by any aircraft or by airfield management.

8.5.4.6.7. (Added) With aircraft assigned to MAJCOMs not designated in this instruction unless a letter of agreement (LOA) is signed between owning MAJCOM/DO and the AMC/A3.

8.5.4.7. (Added) When applying RSRS standards, “same aircraft” means same airframe (i.e., H/KR-35 behind H/KR-35, F-15 behind F-15, T-38 behind T-38/AT-38, C-130 behind MC-130, etc.). All other fighter and trainer type operations mean not the same airframe (i.e., F-15 behind F-16, F-16 behind F-18, T-38 behind T-37, etc.).

8.5.4.7.1. (Added) RSRS standards:

- 3000 feet minimum separation between:
 - Same type fighter aircraft
 - Same type trainer aircraft (to include LR35/C21)
- 5000 feet minimum separation between:
 - Same type tactical airlift aircraft (non heavy), i.e. C130 behind C130
- 6000 feet minimum separation between:
 - All other fighter and trainer type aircraft (not same airframe)
 - Formation landings provided all aircraft involved are same type. Separation is measured between trailing aircraft in lead flight and lead aircraft in the trailing flight.
- 8000 feet minimum separation between:
 - Full stop heavy aircraft (same type)

8.5.4.8. (Added) Requests for less restrictive RSRS standards must be staffed through AMC/A36A and receive approval from the Director of Operations (A3/DO) for the MAJCOMs involved.

10.2.5. All controllers in training (upgrade/qualification) are required to successfully complete the front load-training program prior to working live traffic.

10.4.1. All position PCGs will contain more than one block.

10.4.5. The CATCT/TSN will assist the CCTLR in identifying objective requirements and knowledge standards.

11.4. **Five-Skill Level Upgrade Training.** The training start date is the date arrived on station.

11.7.1.1. In addition, include block of training, EDIT (if applicable), frequency of evaluations (i.e. bi-weekly, weekly, daily, etc.). Indicate the trainee's progression during the evaluation period as either SAT or UNSAT.

11.7.2. Trainees identified as EDIT will, as a minimum, remain in EDIT until successfully completing the current block of training or submitted for withdrawal.

12.8. (Added) **Formal Course Selection Criteria.** Airfield Operations officers and all enlisted controllers must complete facility rating requirements before attending any formal school with the exception of PME.

13.2.1.17. (Added) Traffic collision avoidance system (TCAS) resolution advisories (RA), radar facilities (accomplish annually). TR: FAAO 7110.65, AIM.

14.6.2.1. (Added) Controllers who return from extended leaves and/or TDYs must complete all missed training and tests, and review all applicable RIF information prior to receiving their special evaluation.

16.2.7.1. (Added) Tower only facilities may redistribute air traffic control training device (ATCTD) equipment if other computer equipment is available for computer-based training (CBT) products. Submit request to relocate ATCTDs to HQ AMC/A36A prior to redistribution.

A5.5.3. Send a copy to HQ AMC/A36A for review.

Attachment 12 (Added)**MINIMUM POSITION MANNING FOR ATC FACILITIES**

| Dover AFB | | Number of Positions | Hours |
|------------------|--------|----------------------------|--------------|
| Weekdays | Tower | 4 | 16 |
| | | 2 | 8 |
| | RAPCON | 7 | 16 |
| | | 2 | 8 |
| Weekend | Tower | 3 | 8 |
| | | 2 | 16 |
| | RAPCON | 6 | 8 |
| | | 5 | 8 |
| | | 2 | 8 |

Fairchild AFB

| | | | |
|----------|-------|---|----|
| Weekdays | Tower | 5 | 10 |
| | | 4 | 6 |
| | | 2 | 8 |
| Weekend | Tower | 2 | 24 |

Grand Forks AFB

| | | | |
|----------|--------|---|----|
| Weekdays | Tower | 4 | 16 |
| | | 2 | 8 |
| | RAPCON | 8 | 16 |
| | | 2 | 8 |
| Weekend | Tower | 2 | 24 |
| | RAPCON | 6 | 16 |
| | | 2 | 8 |

MacDill AFB

| | | | |
|----------|-------|---|----|
| Weekdays | Tower | 4 | 16 |
| | | 2 | 8 |
| Weekend | Tower | 2 | 24 |

McChord AFB

| | | | |
|----------|-------|---|----|
| Weekdays | Tower | 4 | 16 |
| | | 2 | 8 |
| Weekend | Tower | 2 | 24 |

McConnell AFB

| | | | |
|----------|-------|---|----|
| Weekdays | Tower | 5 | 9 |
| | | 3 | 6 |
| | | 2 | 9 |
| Weekend | Tower | 2 | 24 |

McGuire AFB

| | | | |
|----------|--------|----|----|
| Weekdays | Tower | 5 | 8 |
| | | 4 | 8 |
| | | 2 | 8 |
| | RAPCON | 9* | 16 |
| | | 2* | 8 |
| Weekend | Tower | 3 | 16 |
| | | 2 | 8 |
| | RAPCON | 8* | 16 |
| | | 2* | 8 |

**When MPN-25 is deployed to McGuire, increase RAPCON manning by one position.*

Pope AFB

| | | | |
|----------|-------|---|----|
| Weekdays | Tower | 5 | 16 |
| | | 2 | 8 |
| Weekend | Tower | 4 | 16 |
| | | 2 | 8 |

Scott AFB

| | | | |
|----------|-------|---|----|
| Weekdays | Tower | 4 | 16 |
| | | 2 | 8 |
| Weekend | Tower | 3 | 16 |
| | | 2 | 8 |

Travis AFB

| | | | |
|----------|--------|---|----|
| Weekdays | Tower | 5 | 8 |
| | | 4 | 8 |
| | | 2 | 8 |
| | RAPCON | 9 | 16 |
| | | 2 | 8 |
| Weekend | Tower | 4 | 16 |
| | | 2 | 8 |
| | RAPCON | 9 | 16 |
| | | 2 | 8 |

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